

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0588502

POSITION NO: 203881

POSITION TITLE: Laborer - (2 Temporary Positions)

DATE POSTED: 02/18/14

CLOSING DATE: 03/03/14

DEPARTMENT NAME / WORKSITE: DNR/Navajo Parks & Recreation Department - Bowl Canyon Recreation Area/Crystal, NM

WORK DAYS: Varies

REGULAR FULL TIME: ☐

GRADE/STEP: Y55A

WORK HOURS: Varies

PART TIME: ☐ **NO. OF HRS./WK.**

\$ 18,075.20 PER ANNUM

SEASONAL: ☐ **Duration:**

\$ 8.69 PER HOUR

TEMPORARY: ☒ _____

DUTIES AND RESPONSIBILITIES:

Under general supervision to assist at the department, tribal parks area and at the Little Colorado River Gorge Tribal Park and perform a variety of unskilled and semi-skill manual duties of routine difficulty requiring limited knowledge of techniques, tools and equipment; ability to perform and assist carpenters, electricians, construction supervisor with related daily routine assignments by projects; ability to follow written or oral instructions, ability to use various hand and power tools; loading and unloading supplies; office equipment and/or furniture; performs a general; work on servicing of tribal park areas, will assist with routine duties of cleaning and maintenance of park area, repairing and installing barricades, setting posts, building and replacing fences; performs miscellaneous repair, labor and maintenance work; maintains building and worksite free of debris; routine janitorial duties in collecting and disposing of trash; sweeping, mopping, cleans and cares for tools and equipment; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

(Preferred) A high school diploma or GED; and six (6) months of general construction or warehousing experience.

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of tools and materials used in construction trade; knowledge of operating and maintaining hand and power tools; ability to read and interpret assignments for specific projects; and ability to understand and follow verbal and written instructions. Knowledge of utilizing office equipment, calculator, computer, fax machine and telephone.

Special Requirements:

(Preferred) Applicant with a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.